

## MINUTES – SEPTEMBER 3, 1998

### TRAVIS COUNTY COMMISSIONERS' COURT

#### PLANNING AND BUDGET PROCESS

On Thursday, the 3<sup>rd</sup> day of September, 1998, the Commissioners' Court convened the Planning and Budget Process Voting Session at 1:36 PM in the Commissioners' Courtroom, 1<sup>st</sup> Floor of the Travis County Administration Building, 314 West 11<sup>th</sup> Street, Austin, Texas. Dana DeBeauvoir, County Clerk, was represented by Deputy Melissa Nuñez.

The Commissioners' Court adjourned the Planning and Budget Process Voting Session at 3:03 PM.

1. CONSIDER AND ACT ON PLANNING ISSUES AS PART OF THE FY 1999 PLANNING AND BUDGET PROCESS. (1:36 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, Planning and Budget Office (PBO); and Leroy Nellis, Budget Manager, PBO.

**STATUS OF BUDGET WITH FOURTH REVENUE ESTIMATE (1:36 PM)**  
(1:56 PM) (3:03 PM)

**Members of the Court heard from:** Leroy Nellis, Budget Manager, PBO; and Christian Smith, Executive Manager, PBO.

**Members of the Court agreed by Consensus** to permit PBO to now reduce the Subtotal Remaining Funds from \$129,000.00 to \$111,000.00

**ADDITIONAL GENERAL FUND REVENUE (1:42 PM)**

**Members of the Court heard from:** Leroy Nellis, Budget Manager, PBO.

Discussion Only.

**ADDITIONAL ROAD AND BRIDGE REVENUE AND IMPACT ON THE GENERAL FUND (1:39 PM)**

**Members of the Court heard from:** Leroy Nellis, Budget Manager, PBO.

Discussion Only.

**BUDGET ACTIONS THAT COULD IMPACT THE FY 99 DRAFT BUDGET**  
(1:43 PM)

**ENCUMBRANCE PROJECT (2:10 PM)**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; and Leroy Nellis, Budget Manager, PBO.

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Gómez to instruct PBO, that if they end up with funds remaining, after the liquidation of Encumbrances, those Funds should be sent to the Allocated Reserves, which would then fall to the ending Fund Balance.

<b>Motion carried:</b>	County Judge Bill Aleshire	-	absent
	Precinct 1, Commissioner Darwin McKee	-	yes
	Precinct 2, Commissioner Karen Sonleitner	-	yes
	Precinct 3, Commissioner Margaret Moore	-	yes
	Precinct 4, Commissioner Margaret J. Gómez	-	yes

**ITEM BUDGET ACTIONS THAT COULD IMPACT THE FY 99 DRAFT BUDGET CONTINUED**

JUSTICES OF THE PEACE WORKLOAD AND STAFFING PATTERN (1:44 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Leroy Nellis, Budget Manager, PBO; Mark McCray, Budget Analyst, PBO; and Elena Diaz, Justice of the Peace, Precinct 4.

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Gómez to put in the expenditures and make the appropriate revenue assumptions related to a JP workload of 1600 cases per FTE for those that are impacted by that decision.

**Motion carried:**

County Judge Bill Aleshire	-	yes
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**A Restatement was made of the previous Motion by** Commissioner Sonleitner **and seconded by** Commissioner Moore to include the appropriate expenditures and revenues associated with reducing the workload, and to include allowing ITS to increase the JP fee and fine schedule on computer programs as part of what is necessary.

**Motion carried:**

County Judge Bill Aleshire	-	yes
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

COURT REPORTER SALARIES (2:13 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

**Clerk's Note:** Commissioner Sonleitner noted that in terms of the \$110,000.00 that there is a Earmark, for lack of a better phrase, against that for the Court Reporter Salaries, which we anticipate to be in the \$30,000.00 range, and to plan on that for next Thursday, September 10, 1998.

Discussion Only.

**ITEM BUDGET ACTIONS THAT COULD IMPACT THE FY 99 DRAFT BUDGET CONTINUED**

CONSTABLE 3 DPS CLERK (2:14 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; and Mark McCray, Budget Analyst, PBO.

**Motion by** Commissioner McKee **and seconded by** Commissioner Gómez to approve Item CONSTABLE 3 DPS CLERK.

**Motion carried:**

County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

COUNSELING AND EDUCATIONAL SERVICES TOBACCO CLASS (2:15 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; and Shoshanna Lansberg, Budget Analyst, PBO.

**Motion by** Commissioner Moore **and seconded by** Commissioner Gómez to approve the Tobacco Class and the appropriate revenues and expenditures going into Fund 017.

**Motion carried:**

County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**ITEM BUDGET ACTIONS THAT COULD IMPACT THE FY 99 DRAFT BUDGET CONTINUED**

DISTRICT CLERK REORGANIZATION (1:43 PM) (2:01 PM) (2:16 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Jessica Rio, Planning and Budget Analyst, PBO; Joe Gieselman, Executive Manager, Transportation and Natural Resources (TNR); and Leroy Nellis, Budget Manager, PBO.

**Motion by** Commissioner McKee **and seconded by** Commissioner Sonleitner to approve the District Clerk Reorganization.

**Motion carried:**

County Judge Bill Aleshire	-	yes
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Moore that we would add to the existing Road and Bridge Allocated Reserve the amount of \$417,235.00. We would also add \$271,639.00 as an Earmark, with the potential of it being pulled out for the start of the new Road Crew. That date is flexible depending on the needs of Precinct One, and the ability of TNR to hire.

**A Clarification of the previous Motion was made by** Commissioner Sonleitner that the addition to the Allocated Reserve in Road and Bridge would be \$688,874.00 (\$271,639.00 of which is an Earmark) leaving a net of \$417,235.00.

**Motion carried:**

County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**ITEM BUDGET ACTIONS THAT COULD IMPACT THE FY 99 DRAFT BUDGET CONTINUED**

PRE-ENCUMBRANCES (2:02 PM) (2:10 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Leroy Nellis, Budget Manager, PBO; and Cyd Grimes, Travis County Purchasing Agent.

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Gómez to have a cut off date of September 23, 1998 to have all pre-encumbrances put on a list to PBO of what things they would like to have rolled over. If they are not on that list they automatically go away. That list is also going to be scrubbed in terms of the age of any pre-encumbrance. PBO will do the research on the list, but the important thing would be to have a cut off and say the Commissioners' Court will consider rolling over things that are on that list for pre-encumbrances. But if there are any other pre-encumbrances in the system that are not on that list, it should be assumed that they won't be rolled over. The things that are on that list would be submitted to PBO for their review and would be looked at by age, and by type. One of the other ways to limit this, and determine if there could be some benefit, is not in the Bond Funds, only in the General Fund and the Road and Bridge Area. There's no net gain in the Bond Funds (that will roll no matter what), just in the General Fund and the Road and Bridge Fund. Those would be reviewed and a recommendation would be made to the Court as to whether to roll all those over or only some of them before we adopt a Budget. In terms of general instruction, the intent of the Court is that whatever money is freed up should land in the Allocated Reserve.

**Motion carried:**

County Judge Bill Aleshire	-	yes
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**A Clarification for the Departments was made by** Christian Smith **and was accepted by** Judge Aleshire that PBO will run, at close of business on September 23, 1998, a list of all the pre-encumbrances in the system that will be PBO's benchmark. Each Department needs to submit a justification on any of those pre-encumbrances that are questioned.

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Gómez to reconsider the Motion on the cutoff date for the pre-encumbrance list to September 18, 1998, with the list being made available to PBO no later than the following Monday, September 21, 1998.

**Motion carried:**

County Judge Bill Aleshire	-	yes
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**ITEM BUDGET ACTIONS THAT COULD IMPACT THE FY 99 DRAFT BUDGET CONTINUED**

BCP FUND (2:08 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; and Leroy Nellis, Budget Manager, PBO.

**Motion by** Commissioner Moore **and seconded by** Commissioner Sonleitner that, subject to the session that we have this next week, but for planning purposes at this point, we plan on there being \$107,000.00 redirected to the BCP.

**Motion carried:**

County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

SHERRIFF ABANDONED VEHICLE FUNDS (2:09 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; and Leroy Nellis, Budget Manager, PBO.

**Motion by** Commissioner Moore **and seconded by** Commissioner Gómez to incorporate the \$24,000.00 in the Budget.

**Motion carried:**

County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**DECISIONS ON PARKING LOT ITEMS: WORKFORCE DEVELOPMENT, ALLOCATED RESERVE, AND CHILDREN’S ADVOCACY CENTER (1:59 PM)**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Leroy Nellis, Budget Manager, PBO; and Alan Miller, Budget Analyst, PBO.

**Motion by** Commissioner McKee **and seconded by** Commissioner Gómez to reinstate the Workforce development to \$650,000.00.

**Motion carried:**

County Judge Bill Aleshire	-	yes
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Moore to add \$430,850.00 to the Allocated Reserve to restore it to the \$1,500,000.00

**Motion carried:**

County Judge Bill Aleshire	-	yes
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**Motion by** Commissioner Sonleitner **and seconded by** Commissioner Gómez to add \$33,000.00 for a total of \$100,000.00 to give to the Children’s Advocacy Center.

**Motion carried:**

County Judge Bill Aleshire	-	yes
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**NEWSPAPER ADVERTISEMENTS ON TAX RATE (2:24 PM)**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

**RECOMMENDED EARMARKS ON ALLOCATED RESERVES (2:25 PM)**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; and Jessica Rio, Planning and Budget Analyst, PBO.

**Motion by** Commissioner McKee **and seconded by** Commissioner Gómez that the revised Earmark list be the Courts working document.

**Motion carried:**

County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	yes

**OTHER PENDING ISSUES (2:29 PM)**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

**IV D MASTERS SECURITY (2:30 PM)**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; and Shoshanna Lansberg, Planning and Budget Analyst, PBO.

Discussion Only.

Item IV D MASTERS SECURITY to be reposted for September 10, 1998.

**RENT CHARGES IN FUND 017 (1:43 PM) (2:30 PM)**

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

**ITEM OTHER PENDING ISSUES CONTINUED**

FROZEN POSITIONS (2:29 PM) (2:32 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Leroy Nellis, Budget Manager, PBO; Joe Gieselman, Executive Manager, TNR; Alicia Perez, Executive Manager, Administrative Operations; and Stephen Williams, Executive Manager, Austin-Travis County Health and Human Services Department (HHSD) and Veterans' Services.

**Motion by** Commissioner Moore **and seconded by** Commissioner McKee to lift the freeze, but institute the monthly review of slots that are open for 6 months or more.

**A Clarification was made by** Commissioner Sonleitner that all positions, as are all positions on Personnel Amendments, are brought to the attention of the Court.

**A Clarification was made by** Commissioner Sonleitner that when we're saying, "positions left vacant for six months", many of these positions will be on the first report that don't intend to say, "this is technically zero now". These things already have a problem, so unless there is some hiring, it's quite likely that these will be brought to the Courts' attention as still unfilled by October 6<sup>th</sup>.

**Maker and Second accept the Friendly Amendment by** Commissioner Sonleitner that, if Court members feel that they need to bring this back up, this will be one that will be revisited, if necessary. But, for now, to give direction to PBO and HR that this is what's going on.

**Acceptance of the Friendly Amendment was made by** Commissioner Moore.

**Motion carried:**

County Judge Bill Aleshire	-	absent
Precinct 1, Commissioner Darwin McKee	-	yes
Precinct 2, Commissioner Karen Sonleitner	-	yes
Precinct 3, Commissioner Margaret Moore	-	yes
Precinct 4, Commissioner Margaret J. Gómez	-	abstain

ANY FOLLOW-UP ON ELECTED OFFICIALS SALARIES (2:50 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

EMERGENCY SERVICES (2:51 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

**ITEM OTHER PENDING ISSUES CONTINUED**

LEASING RADIO TOWERS FROM CITY (2:52 PM) (2:56 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Karen Shafer Castro, Senior Planning and Budget Analyst, PBO; and Joe Gieselman, Executive Manager, TNR.

Discussion Only.

TRANSFER OF SEWER PERMITS (2:53 PM) (2:58 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; Joe Gieselman, Executive Manager, TNR; and Alan Miller, Budget Analyst, PBO.

Discussion Only.

HHS REORGANIZATION (2:53 PM) (2:55 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO; and Alan Miller, Budget Analyst, PBO.

Discussion Only.

COUNTY ATTORNEY COLLECTIONS TEAM (3:01 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

DECEMBER '98 BOND SALES (3:01 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

**ITEM OTHER PENDING ISSUES CONTINUED**

FY 99 SPACE ISSUES (3:01 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

PARKING FEE (2:29 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

SALARIES FOR MEMBERS OF POPS (2:29 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

BUDGET RULES (2:29 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

FY 98 EXPENDITURES (2:30 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

POSSIBLE FUTURE EXPENSES AGAINST THE ALLOCATED RESERVE IDENTIFIED DURING THE FY 98 BUDGET PROCESS: (2:49 PM)

**Members of the Court heard from:** Christian Smith, Executive Manager, PBO.

Discussion Only.

**ADJOURNMENT**

**Motion by** Commissioner Moore **and seconded by** Commissioner Sonleitner to adjourn the Planning and Budget Process Voting Session. (3:03 PM)

**Motion carried:** County Judge Bill Aleshire - absent  
Precinct 1, Commissioner Darwin McKee - yes  
Precinct 2, Commissioner Karen Sonleitner - yes  
Precinct 3, Commissioner Margaret Moore - yes  
Precinct 4, Commissioner Margaret J. Gómez - yes

**MINUTES APPROVED BY THE COMMISSIONERS' COURT**

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**Date of Approval**

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**Bill Aleshire, Travis County Judge**